

170077

WORK PLAN  
ENVIRO-CHEM FILE SEARCH  
SUPERFUND SITE TRANSACTIONAL DATA BASE

The work on this project will be conducted in accordance with the attached "Statement of Work." The project work will consist of the following tasks:

Task 1: Mobilization. This task will consist of meeting with the USEPA, and initial collection and review of available files. Files to be included are the site files, the haulers' files and responses from PRPs. Also, a preliminary transactional data base format will be developed by modifying the existing software developed by Region V USEPA, to be reviewed with USEPA to determine a final format.

Task 2: File Preparation. This task will consist of developing, sorting, and manually arranging PRP files and their contents based on records contained in the site files, hauler files, and PRP responses.

Sample data files will be developed and discussed with USEPA project officer. Based on this review, final formats for data base files and transactional report will be established. Using these final file and report formats, all files will be reviewed, sorted and organized.

Task 3: Data Base Compilation. The data sorted and organized in Task 2012 will be arranged in accordance with PRP names and PRP category, and located in their respective PRP folders or files. Each PRP file will contain all relevant invoices, receipts, and other documentation associated with the PRP. The transactional report will also be entered in the personal computer using the modified software developed by USEPA Region V.

Task 4: Reports. Using the USEPA software and the computerized data base, a prioritized PRP transactional data summary based on contribution to the site will be developed, and four copies will be printed. A data disk will also be made and furnished to the client. A brief narrative report summarizing methods used, problems encountered and points for consideration will be submitted along with the computer information.

Task 5: Management. This task consists of work assignment, review of progress reports, client liaison, quality control, and delivery of products to the client.

The completed files and transactional data base reports (four copies) will be delivered to the client on September 1, 1986.

## PROJECT MANAGEMENT SUMMARY

PROJECT TITLE: Enviro-Chem File Search  
REM IV: Superfund  
Site Transactional Data  
Base

START DATE: June 16, 1986

COMPLETION DATE: August 31, 1986

SENIOR PROJECT DIRECTOR: Jack Wilson

PROJECT DIRECTOR: Bill Goode

PROJECT MANAGER: Samar Chatterjee

### TASK SCHEDULE AND COSTS

<u>TASKS</u>	<u>START</u>	<u>COMPLETION</u>	<u>EFFORT (HOURS)</u>
2011: Mobilization	06-13-86	06-20-86	40
2012: File Preparation	06-20-86	08-23-86	340
2013: Data Base	07-14-86	08-27-86	40
2014: Reports	07-28-86	08-31-86	20
2015: Management	06-13-86	08-31-86	60
		TOTAL EFFORT	500 Hours